

14 December 1977

STATINTL

MEMORANDUM FOR: [REDACTED] Chairman,
Information Release Working Group and
Resources Group

FROM : Members of Subcommittee to Identify Existing
Centralized Indices

REFERENCE : Memo dated 30 November 1977, Subject: Line
of March

1. The Subcommittee has surveyed the Agency and found that the following three indices can be identified as "centralized."

I. IPS - DECL System

DECL is the acronym for the Declassified Documents File of the Information and Privacy Staff of the DDA. DECL is a completely unclassified file in the SAFE (System for Analysts' File Environment) System designed by the Office of Central Reference.

As of 1 December 1977 DECL consisted of about 2,500 records, each record being an index to declassified (or sanitized versions of still-classified versions of) substantive intelligence documents. These documents have been declassified (or sanitized) as a result of requests levied on the Agency under the provisions of Executive Order 11652 or the Freedom of Information Act, and are filed in IPS by the name of the first requester to ask for the document.

The documents have been indexed on a selective basis by such categories as: country, subject code, key words, requester, publication date, declassification date, former classification, document number, and whether the document is sanitized or declassified. Key words include many proper nouns or subjects mentioned in the document, including the names of thousands of foreign personalities and some U. S. personalities such as the MIAs from the Vietnamese War.

The file may be queried on-line, using any of the categories mentioned above, from many of the Delta Data 500 terminals in headquarters, or printouts of any or all parts of the file delivered by ODP overnight.

II. ISAS - DARE System

DARE is the acronym for the Declassification and Review Computer System which will be used by the Records Review Branch of ISAS to record all permanent, classified Agency documents that have been reviewed under the 30(20) Year Declassification Review Program. The documents input to this system will be indexed by such categories as document number and creation date, title, type of document, office of primary interest, original classification, classification after review, etc. Initial system plans call for hard copy printouts of data stored in the system; however, in the near future it is anticipated the data base will be available for on-line query via computer terminals located in the Records Review Branch.

As a part of this system, all declassified documents that have been transferred to the National Archives and Record Service (the only recipient for material released under this program) will be identified.

It is anticipated that this system will be in operation by the end of March, 1978 and that approximately 1.5 million documents will be input yearly.

III. PICDOC

PICDOC* is an ADP system for the recording and manipulation of data on documents addressed by the Operations Directorate in response to requests under the Freedom of Information and Privacy Acts and Executive Order 11652. Emcompassed in thirty-some fields of data are the following elements of information about each document:

- Case number to which related
- Document description
- Originator
- Recipient
- Classification
- Subject
- Review Date
- Recommendations
- New classification
- Exemptions from release
- Remarks
- Keywords on subject matter

Data may be retrieved on the basis of any one or combination of fields. The system does not contain full text of the document.

* The acronym PICDOC came from Policy and Information Coordination (Group) Documents

The system permits identification of personal or non-personal subjects previously treated by the DO in the FOIA/PA/EO context. It provides a rapid means of determining whether a specific document has been reviewed before and what the resulting action was.

The results of any classification review made in the FOIA/PA/EO treatment of a document can be discerned. Although the text of a previously treated document has not been input and, therefore, can not be obtained, the location of the document in the DO records system and in the FOIA/PA/EO records can be quickly ascertained.

The PICDOC system does not assure consistency in the release of information through FOIA/PA/EO responses, but it does provide a rather powerful tool to permit analysts to uncover and find previous releases of the same or related information. Working through subjects and keywords it also offers some insights into the breadth and depth of information being released on specific or general matters.

Input into the PICDOC system was started in June 1977 using ISS personnel on an overtime basis beginning with the earliest appeals cases. Input forms have been completed on all of the documents in cases which have been appealed, and some inroad has been made into the initial review cases that have not yet been appealed. This backlog has been cut in half. Although nearly current in transferring data on input forms into machine language and into the data base, the accuracy of all the data is not yet verified. The emphasis has been to get information into the data base.

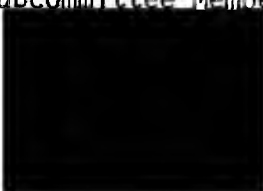
2. Numerous individual offices, particularly in NFAC, have established separate, manual files which contain material related to a specific FOIA, Privacy Act or Executive Order 11652 request received from Information Privacy Staff. In most of these records no attempt has been made to cross reference material by subject or by name of requester.

3. The office of Central Reference maintains a list of publications released to the public available from Document Expediting Project, (DOCEX), but this file appears to us to fall outside the purview of this survey.

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Subcommittee Members:



Chairman
Subcommittee Working Group



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OFFICIAL ROUTING SLIP											
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Remarks:											
Here is a draft of report to full Working Groups on Release of Information. We very much appreciate your help.											
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